

## **LAND SURVEYOR CONTRACT REQUIREMENTS**

Surveying firms interested in performing surveying work for the NJDEP Green Acres State Land Acquisition Program should make application as follows:

Print and complete the three page Bidders Mailing List Application Adobe Acrobat form found at <http://www.state.nj.us/treasury/purchase/forms/bidapl.pdf>.

On page three, indicate that the Class- Subclass code is **794-65** (CLASS 794 is for SERVICES, PROFESSIONAL, NOT CLASSIFIED ELSEWHERE and the SUBCLASS 65 is for SURVEYING SERVICES (LAND)). Complete, sign and mail the form to:

Department of Treasury  
Purchase Bureau  
Attn: Bid List Management  
P.O. Box 230  
Trenton, New Jersey 08625-0230

**Note:** To be eligible for these contracts, firms must register as a small business with the NJ Commerce & Economic Growth Commission. To register, print and complete the State of New Jersey Small Business Vendor Registration Form found at:

[http://www.state.nj.us/commerce/swmb/pdf\\_files/smvreg.pdf](http://www.state.nj.us/commerce/swmb/pdf_files/smvreg.pdf). Notarize and enclose the completed application with a non-refundable check or money order in the amount of \$100 made payable to 'NJ Commerce' and mail to:

New Jersey Commerce  
Office of Business Services  
20 West State Street  
PO Box 820  
Trenton NJ 08625-0820  
(609) 777-0885